



Department of Justice

Billing Code: 4410-FY

Bureau of Alcohol, Tobacco, Firearms and Explosives

[OMB Number 1140-0040]

Agency Information Collection Activities; Proposed collection; comments requested:

Application for an Amended Federal Firearms License

ACTION: 60-Day Notice of Information Collection:

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The Department of Justice (DOJ), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), will be submitting the following information collection request to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995. The proposed information collection is published to obtain comments from the public and affected agencies. Comments are encouraged and will be accepted for “sixty days” until [insert the date 60 days from the date this notice is published in the Federal Register]. This process is conducted in accordance with 5 CFR 1320.10.

If you have comments especially on the estimated public burden or associated response time, suggestions, or need a copy of the proposed information collection instrument with instructions or additional information, please contact Tracey Robertson, Acting Chief, Federal Firearms Licensing Center, [tracey.robertson@atf.gov](mailto:tracey.robertson@atf.gov) 304-616-4647 244 Needy Road, Martinsburg, WV 25405.

Written comments and suggestions from the public and affected agencies concerning the

proposed collection of information are encouraged. Your comments should address one or more of the following four points:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Summary of Information Collection:

- (1) Type of Information Collection: Revision of a currently approved collection.
- (2) Title of the Form/Collection: Application for an Amended Federal Firearms License.
- (3) Agency form number, if any, and the applicable component of the Department of

Justice sponsoring the collection: Form Number: ATF F 5300.38. Bureau of Alcohol, Tobacco, Firearms and Explosives.

- (4) Affected public who will be asked or required to respond, as well as a brief abstract: Primary: Business or other for-profit. Other: Individual or households.

Need for Collection:

The form is primarily used when a Federal firearms licensee makes application to change the location of the business premises. The form is also used for changes of trade or business name, changes of mailing address, changes of contact information, changes of hours of operation/availability, and allows for licensees to indicate any changes of business structure.

- (5) An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond: It is estimated that 18,000 respondents will complete a 30 minute form once annually.
- (6) An estimate of the total public burden (in hours) associated with the collection: There are an estimated 9,000 annual total burden hours associated with this collection.

If additional information is required contact: Jerri Murray, Department Clearance Officer, Policy

and Planning Staff, Justice Management Division, Department of Justice, Two Constitution Square, 145 N Street NE, Room 2E-508, Washington, DC 20530.

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Jerri Murray

Department Clearance Officer, PRA

U.S. Department of Justice

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